



REPUBLIC OF THE PHILIPPINES  
PHILIPPINE STATISTICS AUTHORITY

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement (**shopping, small value, etc.**) for **Office Equipments**. Details of the procurement are as follows:

<b>Name of Project</b>	<b>Machine Printer and Paper Collator</b>
<b>Solicitation No.</b>	<b>PR-ITDS05-20-02-00006</b>
<b>Location</b>	Metro Manila
<b>Brief Description</b>	<b>Procurement of Machine Printer and Paper Collator for the printing and production of publication</b>
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>P 490,000.00</b>
<b>Date of Delivery</b>	

Please quote your lowest price on the item/s listed on the next page and submit the quotation manually to the **BAC Secretariat, 11<sup>th</sup> Flr., Cyberpod One Eton Centris, Diliman, Quezon City** or through facsimile number 374-8283 or email to [gsd.staff@psa.gov.ph](mailto:gsd.staff@psa.gov.ph) not later than   :00 AM/PM on 13 0 JUN 2020. Kindly address your quotation to the Bids and Awards Committee.

*Minerva E. Esquivias*  
**MINERVA ELOISA P. ESQUIVIAS**  
BAC Chairperson

**Terms and Conditions:**

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form and/or proposal.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
6. Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
7. Terms of Payment shall be made through check payable to the supplier.
8. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

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REQUEST FOR QUOTATION**  
Fax no.: 374-82-83/ 374-82-62

**BID FORM**

Item(s) and specification(s) Minimum	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<b>Machine printer – Table top type</b>  <b>Specifications:</b> - 1290mm(W) x 620mm(D) x 1100mm(H) (with cabinet) ; - Power Source: 100-240V 50/60Hz 1.6-0.8A - (see the attachment)	pc	1	₱ _____	₱ _____	( )	( )
<b>Paper Collator with 24 station and 3 wheel feed system – Table top type</b> (see the attachment)	pc	1	₱ _____	₱ _____	( )	( )
<b>NOTE: Please Attach (Mayor's Permit, BIR Tax Cert., DTI or SEC, Omnibus Sworn Statement and PhilGEPS Registration Number)</b>				Total amount in words: _____ _____ _____ _____ _____ _____		

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_